

**Georgia State Board of Examiners for Certification of Water and Wastewater
Treatment Plant Operators and Laboratory Analysts**

237 Coliseum Dr., Macon, GA 31217-3858
404-424-9966 - www.sos.ga.gov/plb/water

EDUCATION PROVIDER RENEWAL INFORMATION

**For Basic Training, Advanced Training, and Continuing Education Courses
that have had No Content Changes***

***Use this form to renew training and CE courses that have:**

- had no content changes since the last approval date, and
- have an original approval date issued within the previous 5 years.
- *If the presentation method for the course you are trying to renew has changed, you will need to submit the application for renewal of a course with content changes.*

What you need to know:

- Please type or print clearly.
- **DO NOT** make adjustments to this form. Attach a spreadsheet as outlined below.
- Basic Training is approved only in blocks of 27 hours or 40 hours, as applicable.
- Advance Training is approved only in multiples of 12 hours (12, 24, 36, 48), as applicable
- Continuing Education Points
 - typically awarded on content and not hour-for-hour;
 - maximum number of points approved for each program is 6 points per day or 12 points per event;
 - Points awarded are as follows:
 - (1) **Direct Technical Topics** – 1 point per hour.
 - (2) **Management, Safety, and Maintenance Topics** – maximum of 6 points. Partial points are rounded to the nearest whole number.
 - (3) **Online Courses** – Any courses presented over the internet, other than live webinars, including but not limited to webcasts and prerecorded webinars. 1 point per 2 hours; maximum of 6 hours. Courses must be 2 hours in length in order to receive 1 point.
 - (4) **Live Webinar** - Live webinars must be instructor led with student interaction, and student participation must be monitored and verified. Courses may not be pre-recorded. 1 point per hour.
 - (5) **Correspondence Courses** - per board's discretion
- Submit application at least 10 weeks prior to date of course offering and at least 2 weeks prior to the next scheduled board meeting. Board meeting dates are posted at www.sos.ga.gov/plb/water.
- Late application submissions may not receive an approval number prior to the date of the courses.
- Courses submitted that are not relevant to topics within the Board's regulatory authority, such as storm water courses, will not be approved.
- The Board reserves the right to audit any approved course.
- If your course is presented in more than one method (lecture, workshop, instructive tour, online, live webinar, correspondence course), you will need to submit separate applications for each presentation method.

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EDUCATION PROVIDER RENEWAL FORM

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Contact Information

☐

Please check this box if you are a military spouse or a transitioning service member of the United States armed forces, including the National Guard.

Name of Education Provider: _____

Street Address: _____

City/State/Zip: _____

Name of Contact Person and Title/Position: _____

Email Address: _____ **Phone:** _____

➡ **Are you an IACET Provider?** Yes____ No____ **If yes, Accreditation Number:** _____

Information to be displayed on Secretary of State Website (if different from above)

Name of Education Provider: _____

Street Address: _____

City/State/Zip: _____

Name of Contact Person and Title/Position: _____

Email Address: _____ **Phone:** _____

Submit the following with this Renewal Application – all documents must be submitted as PDF, Word, or Excel format (no jpg or tif files):

- Detailed description of each instructor's qualifications and education.
- Spreadsheet with the following column headings and information for each course:
 - Previous Course Approval Number
 - Original Approval Date
 - Course Title
 - Presentation Method (lecture, workshop, instructive tour, online, live webinar, correspondence course)

Certification Statement:

The courses contained in the application and attached spreadsheet have not been altered since their previous approval. I understand the Board reserves the right to audit any approved course.

Signature

Date